



**CITY OF HERMOSA BEACH**  
COMMUNITY DEVELOPMENT DEPARTMENT | PLANNING DIVISION  
1315 VALLEY DRIVE | HERMOSA BEACH | CA 90254  
FOR QUESTIONS PLEASE CONTACT [PLANNING@HERMOSABEACH.GOV](mailto:PLANNING@HERMOSABEACH.GOV) OR CALL (310) 318-0242  
Office Hours: Monday to Thursday, 7:00 a.m. to 6:00 p.m.

**SIGN VARIANCE**  
([HBMC Section 17.50.190 Variance](#))

The Planning Commission or the City Council, on appeal, may grant a variance to the specific requirements of this chapter provided a demonstrated hardship exists and the proposed sign will not adversely affect public safety of the design and appearance of the surrounding neighborhood and the following conditions are found to exist:

- 1) A variance authorized is not a grant of a special privilege inconsistent with the limitations on other properties in the vicinity; and
- 2) Special conditions and extraordinary circumstances apply to the property and do not apply to the other properties in the vicinity so that the strict application of this chapter works a demonstrated hardship on the particular property; and
- 3) The variance will not adversely affect public safety and the design and appearance of the signing, and structures of the surrounding area.

Please address all three required findings when submitting a variance application.

**I. SUBMIT PROJECT TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION**

The following items must be submitted to the Community Development Department, Planning Division, before any application for a variance will be accepted.

1. **Fifteen (15) sets of 11" x 17" plans to scale; collated, stapled and folded to 8 ½" x 11".**  
The plans shall include the following:

**Site plan/parking plan** shall clearly identify and dimension lot size, building dimensions, setbacks, parking space dimension, turning radii. The site plans shall also show existing curb cuts and location of all existing signs and proposed signs.

**Architectural Elevations** providing fully dimensioned views of all proposed and existing signs, building fascia, structures, and showing and identifying all types of exterior architectural materials, existing or to be used, e.g., glass block, tile roofing, wood siding, stucco, etc.

2. **One (1) full size set of plans to scale; plans shall not exceed 24"x36"; collated, stapled and folded to approximately 8 ½" x 14". Plans shall include all required items listed above.**

3. PDF copy of plans on a CD. (Please combine all PDFs into ONE single PDF file). **THIS IS REQUIRED FOR ALL SUBMITTALS.** The final plans will be placed online for review by the general public.
4. **Completed Planning application form.**
5. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses on the application.
6. **Payment of fees –**

Residential		Non-Residential	
a. Sign Variance	\$2,790	a. Sign Variance	\$2,790
b. 300' Radius Noticing	\$842	b. 500' Radius Noticing	\$1,401
c. Legal Ad	\$168	c. Legal Ad	\$168
d. Public Notice Poster	\$189	d. Public Notice Poster	\$189
e. Categorical Exemption	\$195	e. Categorical Exemption	\$195
f. Records Technology	\$293	f. Records Technology	\$332
Total \$4,477		Total \$5,075	
g. <u>OPTIONAL</u> : Notice of Exemption filing fee: \$75 (Payable to “L.A. County Clerk” with NO DATE), to shorten the statute of limitations		g. <u>OPTIONAL</u> : Notice of Exemption filing fee: \$75 (Payable to “L.A. County Clerk” with NO DATE), to shorten the statute of limitations	

Concurrent applications filed at same time: 100% of highest fee, plus 50% of second highest fee, plus 25% of additional application fees. Public noticing, CEQA and other fees are charged once unless otherwise required. Other fees may be required during the application process per the adopted Fee Schedule

Only complete applications will be accepted. The Community Development Department, Planning Division, reserves the right to reject any application based on insufficient information or to request additional information for 30 days after the submittal.

## **II. INTER-DEPARTMENT REVIEW**

Plans will be distributed to the following City departments for a 2-week preliminary review and comment immediately following submittal:

1. **Building Division** reviews for compliance with building and safety codes.
2. **Public Works Department** reviews for impact on public utilities, use of right-of-ways, traffic impacts, drainage impacts and to indicate any necessary upgrades or improvements to public facilities; and, also for compliance with applicable municipal codes;
3. **Los Angeles County Fire Department** reviews for compliance with fire safety codes; and for any obstruction for accommodating emergency services;

4. **Planning Division** reviews for overall design, and compliance with zoning codes and planning requirements.

### **III. PLANNING COMMISSION**

Upon submittal of an application the request will be scheduled for public hearing before the Planning Commission once the application has been deemed complete by Planning Division.

The Planning commission is composed of five citizens appointed by the City Council. The Planning Commission has the authority to approve or deny a variance and may impose conditions to mitigate any potential impacts associated with the project.

The Planning Division will give the applicant a Public Notice poster, which must be displayed at the site for a minimum of ten (10) days prior to the meeting of the Planning Commission.

A representative of the project must attend the meeting of the Planning Commission to answer any questions the Planning Commission may have.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City's web site at [www.hermosabeach.gov](http://www.hermosabeach.gov).

### **IV. APPEALS**

The applicant has ten days from the date of the succeeding City Council meeting (at which they determine whether or not to review the decision of the Planning Commission) to file an appeal of the decision of the Planning Commission or to appeal any conditions set forth in the approved Resolution. All appeals must be filed with the City Clerk. Additional sets of plans may be required with your appeal application.

### **V. BUILDING PERMITS**

The Community Development Department will not issue any building permits for the project until all the conditions of the approved Resolution are met, as specified, and the California Coastal Commission has approved the plans for all projects that are within the coastal boundaries as applicable.

### **VI. NOTICE**

**Please note that the requirements and policies of the Zoning Ordinance, General Plan and other codes (Chapters 15 and 17 and Sections 8.56, 8.60, 8.12 and 8.44) are basic requirements. The Planning Commission or the City Council (on appeal), may impose other conditions on the project to address site specific concerns and/or to mitigate any adverse impacts that potentially would be caused by approval of the project.**

**City staff are available for assistance and can provide samples of typical requirements that may be imposed. The scope of the review may be found in the applicable code sections. Time frames to process applications are approximate and may be longer when necessary due to requirement for**

**information or revised plans from the applicant, to prepare environmental documents, or for continued hearings as directed by the decision making bodies.**